

## **COMMUNITIES IN SCHOOLS OF KALAMAZOO**

**Posted January 11, 2016 – DEADLINE FOR CANDIDATES TO EXPRESS INTEREST -  
5:00 P.M. Wednesday, January 20, 2016**

**Position Title: Coordinator of Partner Services and Basic Needs Initiatives**

**Reports to: Director of Volunteer and Partner Services**

**Supervisory: Supports all areas of Partner Services and Basic Needs Initiatives. Provides functional guidance to volunteers, Directors of Elementary and Secondary Sites, Site Coordinators, VISTAs, After School Coordinators.**

### **POSITION SUMMARY:**

Assists with the support of health, mental health and basic needs initiatives provided and/or supported by community resource partners, including dental care, vision care, food, school supplies, clothing and personal hygiene. Assists with the recruitment, screening, selection, training and matching of a wide variety of partners who are needed to deliver services and resources in school settings. Oversees and coordinates all processes associated with onboarding and tracking partners including volunteer applications, partner profiles and memoranda of agreement and tracking software. Provides coordination, communication and administrative support for services delivered by partners of the organization, including scheduling, completion of consents and other documentation, tracking, measuring, evaluating, routine communication and problem-solving. Works with site teams to facilitate distribution of resources to benefit students. May be assigned to represent the organization in various community venues that are or may be a source of partnership. Coordinates with the Human Resources Director and staff to ensure that volunteers and partners fulfill all screening and background checking per agency policy. Assists with organizing events that recruit and recognize volunteers and partners. Works cooperatively with the Volunteer Coordinator to manage the overall unit workload, adjusting for peak demand periods during the school year and summer.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Bachelor's degree or equivalent in a relevant area with knowledge of child and adolescent development. Previous experience in health-related service and or human services/education preferred. Strong demonstrated organizational abilities and the ability to keep track and oversee multiple tasks and projects simultaneously, communicate with other project/task participants and work with routine disruptions across many sites. Above average oral and written communication skills with the ability to convey, receive, interpret and document information for reports, correspondence, instructions, etc. Previous experience in some aspect of customer relations very helpful. Requires experience with personal computers and proficiency using word processing, electronic mail and data collection and reporting instruments. Ability to exercise good judgment, discretion, integrity and knowledge of organizational policies and practices and to convey such information to others (e.g. partner staff and volunteers, interns, parents, students, etc.). Demonstrated ability to work independently with limited supervision.

Prior experience in a busy office setting managing multiple demands with frequent interruptions essential. Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

**Please submit a current resume and letter of interest to: [dkievit@ciskalamazoo.org](mailto:dkievit@ciskalamazoo.org)**